



Washoe County  
Regional Parks and Open Space

# Eagle Scout Project Guidelines



# Requirements for Completing a Project with Washoe County Parks

Washoe County Regional Parks and Open Space welcomes numerous requests annually for Eagle Scout projects. To streamline the process and help you succeed in your goal of becoming an Eagle Scout, the following requirements and step-by-step processes have been created. We thank you in advance for the service you will be providing our community!

1. The Eagle Scout Candidate must thoroughly review this packet as well as the Eagle Scout Leadership Service Project Workbook found at [www.scouting.org/advancement](http://www.scouting.org/advancement).
2. The Eagle Scout Candidate is prepared to make all contacts and communications required to successfully complete their project with limited parental or adult involvement. Parents or adult troop leaders are welcome and encouraged to accompany the Scout during all meetings with the Park Rangers and other staff. However, if at any time the Park Ranger observes that the project is being run by adults, the Park Ranger can choose to not "sign off" on the project.
3. The Eagle Scout candidate is prepared to present themselves in a professional manner in their communications (phone calls, meetings, e-mails, etc.) with the Park Ranger and all Washoe County staff.
4. The project chosen is of a scope and level that can be accomplished by the Eagle Scout Candidate. Complicated projects that require too much adult participation or that have safety issues will require additional review.
5. The Eagle Scout Candidate will present a PowerPoint presentation highlighting the project to the Washoe County Open Space & Regional Parks Commission upon project completion.
6. If the Eagle Scout Candidate is willing and able to comply with the requirements, they may proceed to the step-by-step process on the next page.

Please note that all Washoe County Park Rangers have various duties that may need to take priority over Eagle Scout projects. Therefore, Eagle Scout project meetings, work dates, and related contacts must be prescheduled with the Park Ranger.

# Step-by-Step Process for Completing a Project with Washoe County Parks

1. The Eagle Scout Candidate contemplates and researches project ideas before making a proposal. Scouts may want to consider visiting their favorite parks and making observations of the public using various amenities for inspiration. While the Park Ranger may have a specific need that could be suggested as a potential project idea, the Scout should be prepared to present their own project idea. Scouts who contact a Park Ranger without a proposal will be asked to develop one before moving forward.
2. The Eagle Scout Candidate may contact any Washoe County Parks office or the Parks Volunteer Coordinator to be referred to the appropriate Park Ranger with whom to discuss their project idea.
3. Once the Eagle Scout Candidate and Park Ranger decide to undertake the proposed project, the Scout prepares the necessary paperwork to get the project approved through their own troop and Scout office. The Scout must also complete the Washoe County Regional Parks and Open Space Volunteer Application (attached) and return it to the Park Ranger or Parks Volunteer Coordinator before work begins.
4. The Eagle Scout Candidate determines the source of funding for the project, perhaps by pursuing donations or fundraising.
5. The Eagle Scout Candidate does any necessary research to learn about the type of work they will be teaching others during the project. (For example, if the project involves trail work, the Scout should get any available literature on trail design and maintenance from federal, county and/or state agencies.)
6. The Eagle Scout Candidate finalizes the plan for the project and sets up a meeting with the Park Ranger to get final approval for the project, funding sources, budget, required signatures, and work schedule.
7. The Eagle Scout Candidate notifies the Park Ranger a minimum of three weeks in advance of the date he would like to begin work. The County may determine the timeframe for allowing a project to be developed and installed in a park, open space, or trailhead facility. The County will make the final determination on project placement within facilities. The Park Ranger will approve the start date of the project taking into consideration all the needs of their district. Before the first work day the Scout should arrange for a final walk through at the site with the Park Ranger. At the final walk through, the location for material delivery should be determined, construction locations flagged, and last minute questions answered.

## Step-by-Step Process for Completing a Project with Washoe County Parks

8. At all work sites (on-site and off) the Eagle Scout must keep track of their time on the Eagle Scout Project Time Log (attached). During work dates when other Scouts and volunteers are involved, all volunteers must sign in on the Group Volunteer Sign-In Sheet (attached).
9. The Eagle Scout Candidate notifies the Park Ranger when the project is completed (if the Ranger is not on-site) and schedules a final project walk through. If the Eagle Scout Candidate has complied with all procedures and has successfully completed the project, the Park Ranger will “sign off” on any paperwork that is required of the Eagle Scout Candidate at this meeting.
10. The Eagle Scout Candidate will present a PowerPoint presentation highlighting the project to the Washoe County Open Space & Regional Parks Commission. It is imperative to take good before and after photos in preparation of this presentation. See the next page for additional tips.

# Presenting at the Open Space & Regional Parks Commission

Upon project completion, the Eagle Scout Candidate must make a presentation in front of the Open Space and Regional Parks Commission. As the Eagle Scout process is designed to be civic in nature, requesting that the Scout participate in this process allows them to gain valuable experience. Additionally, it allows the Park Commissioners and our Department to give recognition to the Eagle Scout and their volunteers.

The Park Ranger will work with the Scout to coordinate the date of the presentation. The Park Commission meets on the first Tuesday of every month at 2:30pm. These meetings are typically held at the Washoe County Commissioners Chambers located in Building A at 1001 E. 9<sup>th</sup> Street.

Tips for preparing your presentation:

1. Take several before and after photos and make notes documenting your process.
2. You will be asked to present a PowerPoint presentation. The whole presentation, including taking questions from the board, should take less than 5 minutes.
3. Your presentation should discuss the projects who, what, when, where and why and focus on who your project benefits (this should mirror your Eagle Scout Service Project Workbook, therefore it will be simple to compile). The ideal presentation will include a lot of photos as opposed to a lot of text.
4. Email the Park Ranger coordinating your project your PowerPoint presentation at least 2 weeks in advance of the meeting. Our Administrative Staff will have your PowerPoint presentation prepared for viewing in the Commission Chambers.
5. Please wear your Class A Uniform as the proceedings are televised and you are representing your troop and Scouting.
6. The Park Ranger involved in your project will be there with you, in Class A uniform, at the podium to introduce you and to assist in answering questions or clarifying project points IF you have any difficulties.

Remember that this is not an approval board, they are simply being informed of your project. This is a great opportunity to be recognized for the hard work and volunteerism involved in Scouting. Your hard work is greatly appreciated!



# Washoe County Regional Parks and Open Space Volunteer Application



Name: Last		First	Middle
Street Address		City/State	Zip Code
E-mail Address		Preferred Phone #	

### Emergency Contact

Name	Relationship	Phone Number
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### Related Volunteer Experience & Availability

Date	Organization	Responsibilities

Please indicate how often you are available to volunteer: <input type="checkbox"/> Once a week <input type="checkbox"/> Once a month <input type="checkbox"/> Ongoing <input type="checkbox"/> As Needed	TIME AVAILABLE						
	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.	Sun.
	A.M.						
P.M.							

How did you hear about the Volunteer Program? \_\_\_\_\_

### Areas of Interest

My volunteer interests with Washoe County Regional Parks include (please circle):

- |                                 |                          |                           |
|---------------------------------|--------------------------|---------------------------|
| Community Cleanups              | Internship               | Tour Guide/Docent         |
| Court Ordered Community Service | Park Ranger Aide         | Trail Maintenance/Monitor |
| Eagle Scout or Gold Award       | Service Hours for School | Other: _____              |

Do you prefer a specific park location? \_\_\_\_\_

### Employment & Education

Name of Current Employer or School		Certifications/Licenses	
Degree(s)	Special Skills/Trades	Languages	

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**As a volunteer for Washoe County Regional Parks and Open Space I agree to:**

- Adhere to the policies and procedures of the County and Departments.
- Participate in initial training as well as any additional training.
- Notify immediate supervisor when sick and/or unable to volunteer in a timely fashion.
- Perform duties as outlined by the Volunteer Specialist and program staff.
- Dress in attire suitable to the assigned tasks and as outlined by department policy.
- Provide adequate notice before terminating my volunteer commitment.

**Please initial to indicate you have read the above** \_\_\_\_\_

I hereby certify that all statements made in this application are true. I acknowledge that any false statement or misrepresentation on this application will be cause for refusal of placement or immediate dismissal at any time during the period of my placement. I understand that I am working at all times on a voluntary basis without compensation of any kind and not as a paid employee, and that this agreement can be cancelled at any time by either myself or Washoe County.

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***Informed Consent and Release***

I, \_\_\_\_\_, offer to volunteer my services to Washoe County. I realize that I will not be paid in any way. I understand that the Department and/or I can cancel this agreement at any time.

I release Washoe County, its employees, agents, leaders, instructors, contractors, and volunteers from any liability for loss or injury to my person or property which might occur due to negligence or other acts or omissions. This release applies to any losses or injuries which may occur as a result of, or during my participation in, volunteer service.

I realize that this release is a binding contract. I have read and understand this release. I knowingly and voluntarily sign below.

Washoe County may use my photograph for any official Department publications and/or productions.

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Parent/Guardian if volunteer is a minor** \_\_\_\_\_

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***Conditions***

I fully understand, acknowledge and agree to the following conditions: Washoe County reserves the right to make the final decision on placement of volunteers. Standard background checks, in accordance with County policy, may be conducted on applicants.

All statements made in this application are true and authorization is given to investigate all matters contained in this application. I authorize Washoe County to receive any criminal history information that may be contained in the files of any national, state or local criminal justice agency. Any false statements or misrepresentations on this application will be cause for refusal of placement or immediate dismissal at any time during the period of my placement.

I understand that the volunteer program does not qualify me for paid employment with Washoe County or compensation of any kind.

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Parent/Guardian if volunteer is a minor** \_\_\_\_\_

**Washoe County Regional Parks and Open Space  
Volunteer Agreement**

I, \_\_\_\_\_, hereby offer and agree to volunteer my services without compensation of any kind from Washoe County.

I understand and agree that I am not an employee of Washoe County while acting within the scope of this Agreement.

I understand and agree that I will be deemed to be as if I were a County employee for the purposes of NRS Chapter 41, and the Volunteer Protection Act of 1997, both of which protect me from liability for injury or damage to others caused by some acts done by me within the course and scope of my duties as assigned by my supervisor

I understand and agree that to the extent that Chapter 41 of NRS and/or the Volunteer Protection Act do not legally require Washoe County to defend or indemnify me for my actions, that I am responsible for any such defense, damages or injuries including any defense of, or damages or injuries to, Washoe county or its employees which result from those actions which may include, but are not limited to, willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious flagrant indifference to the rights or safety of the individual harmed by the volunteer; and for harm caused by the volunteer operating a motor vehicle, vessel, aircraft, or other vehicle for which the State requires the operator or the owner of the vehicle, craft, or vessel to possess an operator's license, or maintain insurance.

**(Please initial and circle one):** I certify that \_\_\_\_\_ I am \_\_\_\_\_ I am not at least 18 years of age.

I am in good physical condition adequate to perform the duties for which I have volunteered, and I agree to tell my supervisor of any significant change in my health which would affect my ability to perform the duties for which I have volunteered.

I understand and agree that my position or duties may require me to undergo a background investigation, and that my failure to do so, or to pass the investigation, may preclude me from volunteering with Washoe County.

I understand and agree that I am not to operate a personal vehicle, in the performance of my volunteer duties, unless specifically authorized in writing, by the Department Head. I further understand and agree that I am not to operate a vehicle owned by Washoe County, unless specifically authorized by the Board of County Commissioners, as outlined in section 5.389 of the Washoe County Code.

I understand and agree that volunteering with the County is not a right, and that my volunteer services can be terminated at any time, for any reason, with or without notice.

\_\_\_\_\_  
**Volunteer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent/Guardian if volunteer is a minor**



